

REGULATION

SPDOC No.: <u>03-2907-07</u>	Effective Date: March 18, 2001 <u>June 2007</u>	Index Reference: Preauthorized Classification <u>s</u> and Transa <u>A</u> ctions	Regulation Number: 4.02
Issuing Bureau: Human Resource Services	Rule Reference: Rules: 1-3 (Regulations and Advisories) — Effective May 22, 2003 4-1 (Position Establishment & Classification) 4-2 (Position Classification Review) 4-4 (Position Abolishment)		Replaces: Reg. 4.02 (CS-6940, March 18, 2001) (<u>SPDOC No. 03-29,</u> <u>October 6, 2003</u>)
Authority: Regulations are issued by the State Personnel Director under authority granted in the Michigan Constitution and the Michigan Civil Service Commission Rules. Regulations are subordinate to the Commission Rules.			
Subject: PREAUTHORIZED CLASSIFICATIONS <u>S POSITION</u>AND TRANSACTIONS			

TABLE OF CONTENTS

1. PURPOSE.....	1
2. CIVIL SERVICE COMMISSION RULE REFERENCE	2
3. DEFINITIONS	3
4. STANDARDS.....	4
A. Establishment and Reclassification.	4
B. Reclassification.....	5
C. Abolishing Positions.	7
5. PROCEDURES.....	8
A. Preauthorized Establishments.	8
B. Preauthorized Reclassifications.	8
C. Abolishing Positions.	9

1. PURPOSE

This regulation defines and establishes the standards and procedures governing the preauthorization of ~~reclassification~~ position actions through grade levels of positions in preauthorized classifications and the abolishment of positions.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Note: This Section 2 reprints only selected Commission Rules for quick reference by the reader. Additional Rules (that are not reprinted below) may apply. The complete, current version of the Rules can be found at www.michigan.gov/mdcs.

~~**Rule 1-3 — Regulations and Advisories**~~

~~*The state personnel director is authorized to issue regulations and advisories that the director deems to be necessary or useful. A regulation issued by the state personnel director is binding unless the commission finds that the regulation violates a rule. An advisory does not have the force and effect of law and is not binding. The state personnel director shall make all regulations and advisories available to employees through their personnel offices and the internet.*~~

Rule 4-1 Position Establishment and Classification

4-1.1 Requirement

All positions must be established in the classified service unless specifically exempted or excepted by article 11, section 5, of the constitution, or these rules.

4-1.2 Classification

A position established in the classified service must be reviewed to classify the position properly.

4-1.3 Authority to Establish

The appointing authority may establish a position for reasons of administrative efficiency. An appointment cannot be made to a position until it has been established and classified.

4-1.4 Classification Plan

The commission shall authorize an official classification plan for all positions in the classified service. The department of civil service shall administer the official classification plan.

(a) Classification. *Every position established must be classified in accordance with the official classification plan.*

(b) Reclassification. *The department of civil service may reclassify an employee if the employee's position has experienced gradual growth and accretion of higher level duties and responsibilities. The appointing authority must certify that the employee is satisfactorily performing the duties of the position.*

(c) Predetermined classification and classification levels. *An appointing authority may establish positions in predetermined classifications and classification levels in accordance with the regulations.*

* * *

Rule 4-2 Position Classification Review

The department of civil service shall provide for both a periodic and ongoing review of positions in the classified service to ensure positions continue to be properly classified.

* * *

- (d) **Preauthorized review.** *An appointing authority may reclassify a position in accordance with regulations governing preauthorized positions.*

Rule 4-4 Position Abolishment**4-4.1 Authority to Abolish**

The appointing authority may abolish a position for reasons of administrative efficiency, including, for example, lack of work, lack of adequate funding, change in departmental mission, or reorganization of the work force.

* * *

3. DEFINITIONS**A. Civil Service Commission Rule Definition**

1. **Classification** means a group of positions whose assigned duties and responsibilities are sufficiently alike to warrant assigning the same classification title and requiring the same qualifications.
2. **Classification Level** means the placement of a classification within a series based on the duties and responsibilities of the position.
3. **Class Series** means a series of classifications with similar but progressively more responsible job duties.
4. **Position** means a classified job identified by its respective duties and responsibilities.
5. **Preauthorized** means the specific authorization granted to an appointing authority to process a transaction in accordance with civil service rules and regulations without prior civil service review.
6. **Reclassification** means an authorized classification action to change an employee's classification or grade based on the gradual growth and accretion of higher level duties.

B. Additional Definitions as used in this Regulation

1. ~~**Preauthorized classification actions** means the authorization granted by the Department of Civil Service for an appointing authority to reclassify positions in predetermined classes and levels in accordance with standards and procedures published by the Department of Civil Service. Many class series are~~

~~preauthorized at the entry or beginning level through the intermediate, and up to the experienced grade level. Employees in a preauthorized series may be reclassified to the next grade level when they meet the education, experience, and other necessary special requirements, and their job performance at the higher level is satisfactory as demonstrated by a documented performance rating.~~

1. **Preauthorized classification establishment actions** means approved Group 1 or 2 worker classifications (position descriptions with an "E" designation) for which appointing authorities have submitted a composite position description and were granted Department of Civil Service authorization to independently establish such positions without additional Civil Service review.

2. **Preauthorized reclassification actions** means the authorization granted by the Department of Civil Service for appointing authorities to independently reclassify either vacant or staffed positions up through the experienced level within the class series of a Group 1 or 2 worker class, without prior Civil Service review.

4. **STANDARDS**

A. **Revocation Establishment and Reclassification.**

1. The Department of Civil Service may approve preauthorization of a classification to an appointing authority.

2. Preauthorized position classification actions are subject to Department of Civil Service audit review.

43. **Revocation.** Failure of an appointing authority to follow the standards set forth in this regulation may result in the revocation of the appointing authority's preauthorization privilege. If preauthorization is revoked, the appointing authority must submit a Position Action Request form (CS-129) for each classification ~~trans~~action in accordance with regulation 4.01 [~~Establishment and Rec~~Classification of Positions ~~Actions That Require~~ing Civil Service Review].

4. The appointing authority must maintain a signed Position Description form (CS-214), either composite or position specific, on file for each preauthorized position classification action. (NOTE: **previously number 4 under Standard B**)

5. A preauthorized position classification action constitutes a certification by the appointing authority that the assigned duties and responsibilities are compatible with the preauthorized action taken. (NOTE: **previously number 3 under Standard B**)

6. The effective date of a preauthorized position classification action is assigned in accordance with regulation 4.04 [Effective Dates for Classification Actions]. The appointing authority is authorized to assign retroactive effective dates to individual preauthorized actions in compliance with regulation 4.04. (NOTE: **previously number 5 under Standard B and added "establishment"**)

B. Position Reclassifications.

1. ~~The approval of a~~ Any Equitable Classification Plan (ECP) Group 1 or 2 ~~worker classification (any position approval with a class title with an "E" designation) results in is preauthorization preauthorized for to~~ the appointing authority to ~~independently~~ reclassify either vacant or staffed positions ~~through the grade levels~~ from the entry or beginning level to the intermediate and up through the experienced level within the class series, unless specific action is taken by the Department of Civil Service to terminate preauthorization.
2. ~~Entry of preauthorized transactions into the Human Resources Management Network (HRMN) serves as the Department of Civil Service's notice of the classification action, which is subject to audit review. (NOTE: moved to 9 below)~~
3. ~~A preauthorized reclassification constitutes a certification by the appointing authority that the delegated duties and responsibilities are compatible with the preauthorized action taken and that any affected employee meets the classification's minimum requirements and is performing the duties satisfactorily. (NOTE: moved to Standard A, number 5)~~
4. ~~The appointing authority must maintain a Position Description form (GS-214), either composite or position specific, on file for each employee in a preauthorized classification. (NOTE: moved to Standard A, number 4)~~ The appointing authority shall also maintain a timely probationary or annual service/performance rating showing satisfactory employee performance as a prerequisite condition to execute a preauthorized reclassification of a staffed position. ~~(NOTE: moved to 3 below)~~
5. ~~The effective date for a position reclassification in a preauthorized classification is assigned in accordance with regulation 4.04 [Effective Dates for Classification Actions]. The appointing authority is authorized to assign retroactive effective dates to individual preauthorized actions in compliance with regulation 4.04. (NOTE: moved to Standard A, number 6)~~
62. The classification review of an filled occupied position in a preauthorized classification up through the experienced level in a class can be typically conducted no more than once in any ~~one one~~-year period, in accordance with regulation 4.05 [Frequency of Review of Positions]. A

reclassification before the one-year period may be executed by the appointing authority in accordance with regulation 4.05.

73. The reclassification of an ~~employee in a preauthorized classification~~occupied position up through the experienced level in a class series is not automatic. A standard reclassification progression is one classification level, after the equivalent of one year (2080 hours in level) of full time satisfactory service for employees classified at the entry/trainee levels through the experienced level. The appointing authority must certify that the employee (a) meets the minimum requirements for the higher classification level, and (b) is satisfactorily performing the higher-level duties and responsibilities of the requested classification or classification level, and (c) has a current satisfactory probationary, annual, or follow-up performance rating. The appointing authority shall maintain a timely probationary or annual service/performance rating showing satisfactory employee performance as a prerequisite condition to execute a preauthorized reclassification of an occupied position. ~~The appointing authority may enter the necessary information in the HRMN to effectuate the reclassification.~~ The appointing authority must also maintain these certifications in the agency's employee file, which is subject to ~~an~~ audit review.
84. ~~A standard reclassification progression is one grade level, after the equivalent of one year of full time satisfactory service for employees classified at the entry/trainee levels through the experienced level.~~ The reclassification of an occupied position between classification levels ~~in a preauthorized classification~~ up through the experienced level should be timely processed after the equivalent of one year (2080 hours in level) of full time documented satisfactory performance and with ~~delegation~~assignment and performance of ~~work assignments~~duties and responsibilities compatible with the higher ~~grade~~classification level. The appointing authority may enter the necessary information in the Human Resources Management Network (HRMN) to effectuate the reclassification. Reclassifications of positions in the State Transitional classifications are processed in accordance with regulation 4.03 [Establishing and Reclassifying Positions in State Transitional and Departmental Trainee Classifications].
5. If, during the qualifying period, an employee is on an extended paid absence of more than two consecutive pay periods, the appointing authority may consider delaying the reclassification for a period equal to the length of the absence. (NOTE: this is new language)
6. If, during the qualifying period, an employee is on an unpaid absence the reclassification will be delayed for a period equal to the length of the absence.
9. ~~An occupied frozen position in a preauthorized entry or intermediate classification is not eligible for reclassification to any higher classification~~

~~level in the class series (see standard E. of regulation 4.10 [Frozen Classifications and Positions]). The position remains frozen until vacated. (NOTE: moved to 11 below)~~

~~407.~~ A vacant position in a ~~preauthorized classification series~~ may be reclassified downward for an appointment only after the appointing authority has verified that no names are on the departmental/autonomous entity recall list for all levels between the original and downgraded level. The appointing authority should refer to the collective bargaining agreement ~~(CBA)~~ for any contractual obligations that may apply.

~~448.~~ The official Department of Civil Service date for the reclassification or appointment transaction is the controlling standard for establishing the effective date of any future reclassification.

9. Entry of preauthorized reclassification actions into HRMN serves as the Department of Civil Service's notice of the classification action, which is subject to audit review.

~~4210.~~ If the appointing authority does not reclassify a position ~~in a preauthorized classification~~ to the next classification level up to the experienced level in the ~~preauthorized~~ class series, the ~~employee incumbent~~ may submit a position description and a request for a position review, in accordance with regulation 4.09 [Employee Generated Position Reviews].

11. An occupied, frozen position in any classification is not eligible for reclassification to any higher classification level in the class series (see standard E. of regulation 4.10 [Frozen Classifications and Positions]). The position remains frozen until vacated or the position description is revised to reflect appropriate duties for the classification and classification level. (NOTE: previously numbered 9, language added to second sentence)

~~4312.~~ ~~An employee in a preauthorized classification~~ A position cannot be reclassified if the position's assigned duties experience a substantial change where the primary function and purpose of the job changes, requiring a different base of knowledge, skills, and abilities. In these cases, a new position must be established and an appointment made in accordance with the civil service rules and regulations governing selection. ~~Please refer to regulation 4.01 [Frozen Classifications and Positions] for additional information.~~

C. Abolishing Positions.

1. The appointing authority may abolish positions as authorized by rule 4-4.1.

2. The Department of Civil Service inactivates positions in ~~the~~ HRMN at the request of the appointing authority.
3. If the appointing authority has reason to believe that a position abolishment may impact the classification of other positions, written notice of the affected positions should be submitted to the Department of Civil Service for review.

5. PROCEDURES

A. Preauthorized Establishments.

<u>Responsibility</u>	<u>Action</u>
<u>Appointing Authority</u>	1. <u>Submits a Position Description form (CS-214) to the Department of Civil Service with a request to add the classification to the <i>Preauthorized Classification Establishments Listing</i>.</u>
<u>Department of Civil Service</u>	2. <u>Reviews the request for compliance with the standards.</u> 3. <u>If approved, adds the classification to the listing and notifies the Appointing Authority.</u>
<u>Appointing Authority</u>	4. <u>Establishes the position in conformance with previously identified standards.</u>

AB. Preauthorized Reclassifications.

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	1. Receives a position description and a request from agency management to reclassify an employee's position in a preauthorized classification <u>up through the experienced level</u> . 2. Reviews the request for compliance with the standards set forth in civil service regulations.

3. If approved, reclassifies the employee to the appropriate ~~grade-~~classification level with the necessary documentation in the employee file. Executes the reclassification in ~~the~~ HRMN.

BC.Abolishing Positions.

Responsibility	Action
Appointing Authority	1. Submits Position—Action—Request request form—(CS-129) to the Department of Civil Service identifying position code to be inactivated.
Department of Civil Service	2. Processes abolishment in the HRMN by inactivating the position code. 3. Releases the Position Action Request to—Informs the appointing authority <u>of the abolishment</u> .
Appointing Authority	4. Receives the Position Action Request form—and—verifies— <u>Verifies</u> the information in the HRMN.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to MDCS-BHRS@michigan.gov.